



Graduate Executive Committee
September 12, 2014
Minutes

In Attendance: Sandy Berry-Lowe, Mary Hurlless, Jenni Janssen, Crista Hill, Amy Silva-Smith, Margaret Harris, Cathy Claiborne, Leslie Grant, Joseph Wehrman, Wangyun Chao, Rory Lewis, Mathew Cox, Karen Livesey, Steve Miller, Sherry Morreale, Barbara Prinari, Katie Kaukinen, Don Klingner, Jose Mora, Emily Skop, T.S. Kalkur, Al Schoffstall, Sylvia Martinez, Craig Elder, Dan Segal, Eduardo Portillos, Cristina Jimenez, Kelli Klebe, Sarah Elsey, KrisAnn McBroom

Dean Report

- New Staff: Sarah Elsey, Recruitment and Retention Specialist
- New Student Welcome Reception:

There were 126 student attendees. We appreciate the 12 service units who showed up as well. Thanks to those of you who showed up or sent department representatives to greet students. We've received feedback that people liked that we had students from the different colleges get together to meet other students, faculty, and staff.

- Support for Graduate Program Webpages (provide contact information on sign up page)

Scott Hatlen will provide up to 30 hours within a 6 week period to design webpages, add content, change to new web format, etc. Must be for a graduate webpage within your program. We passed around a sign up sheet. There was an overwhelming positive response; Scott may not have sufficient time but we will start working through the list. Get your content ready.

- Graduate Tuition Linear Model Impacts:

Graduate tuition has a flat spot where the same tuition is paid for different amount of credits (12-15 credit hours). This Fall there was a change to a linear model for nonresident students; Fall 2015 this will occur for resident students. . This dramatically increases tuition for those enrolled in a higher number of credits (tuition will be lowers for those taking fewer credits; overall this is revenue neutral for campus but not for individual students). If you have students impacted contact me immediately.

- Travel Awards

We expect to give 50 \$400 awards for travel to present at conferences or other professional development activities. We are developing a new application so that people who have already gone to a conference before the call comes out can still apply. Please have students save receipts and notification of acceptance of paper/poster to present. There will be two submission dates (one in Fall; one in Spring). Students can only receive awards a year and cannot receive awards in consecutive years.

- Paper Applications (Fast Track, Guaranteed Admission, Nondegree, etc.): We are working on eliminating paper applications this year. Stay tuned for more to come.

Business

- Graduate Application Processes—Mathew Cox
 - Admissions will be supporting graduate admissions. The admission staff—Jose, Steve, and Wang-- have met with all programs to understand your processes. Next steps will be to build workflows so

that admissions can be paperless and all documents can go into Singularity. Admissions will be responding to students about missing documents (based on individualized program requirements). Admissions will identify timelines soon and figure out order of adding programs based on deadlines and admissions practices. Things seem to be going well. If there are problems as we progress please work with Admissions to resolve and keep Graduate School informed about how it is going. We'll want to start sharing some best practices once these get implemented.

- Graduate School Fair (formerly Graduate School Open House)—Sarah Elsey

There will be a Graduate School Fair October 16 from 3:30 – 6:30. We will invite students and community members to come and learn about your programs. Other institutions will be invited as well. We hope this will be a service to UCCS students as well as increase community participation so more people will attend.

A conversation about international students took place while discussing the Graduate School Fair. Based on this conversation, the Graduate School will be hosting information sessions with directors on international student admissions.

- Forms: Diploma card; application for candidacy for degree; committee approval form (KrisAnn)
There is an online diploma card that students complete through their portal. You or your students should not complete the paper form. Instructions are provided on our website for students on how to fill out the online diploma card. There is a new fillable form for the audit. The graduate program staff were trained this summer; let us know if you have problems or concerns (as well as whether you like it). This eliminates the need for you to send over the examination sheet to get approval for committees since that will be done on audit form. You can use the examination sheet internally to get signatures for passing or not if you would like.
- GEC Student Appeals Procedure (see attached)
This summer there was an appeals case. There were no processes so we developed some. Please review and provide feedback. We will modify this. We also need people willing to serve on Student Appeals Committee (as needed); please let us know if you are willing to be called on in the future. Also, please make sure you have departmental processes in place. This will make it easier if appeals arise. Some things to keep in mind if such a thing were to happen in your program: need for departmental processes; need to have good records; useful to have remediation plans for students who may be struggling or clear requirements of when termination from program will occur; clear definitions of academic and professional standard guidelines. We asked who had good processes: Counseling thought they had some good standards; their document can be found at:
<http://www.uccs.edu/Documents/coe/counseling/Final%20DCHS%20Student%20Handbook%202014-2015.pdf>

Announcements

Fall GEC Meetings (10:00 – 11:30; Dwire 204) October 10, November 14, December 12

IRB Training for Graduate Students, October 2

11:00 – 12:30 IRB, Purpose, Processes, and Review, Deb Kenny, IRB Chair

2:00 – 3:30 Work session in computer lab: Work on IRB application (assistance available)

Graduate School Fair, October 16, 3:30 – 6:30, Berger Hall

Fall Graduation Ceremony December 19, 2:00, Broadmoor World Arena